

This is a **REQUEST FOR INFORMATION (RFI)**. This is **not** a request for proposals and does not obligate the Government to award a contract. All responsible businesses, including small businesses, are encouraged to respond to this RFI. The Drug Enforcement Administration (DEA) is conducting market research and requests input from industry to assist in requirements planning. The information requested herein will be used within the DEA to facilitate the decision making process and acquisition planning. The DEA will not be responsible for any cost incurred by interested parties in responding to this RFI. Unsolicited proposals or offers of any kind will not be considered in response to this RFI. All information received in response to this RFI that is marked Proprietary will be handled accordingly. Responses to the RFI will not be returned. At this time, questions concerning the composition and requirements of any future RFP regarding field engineering support, refueling and maintenance services and warranty services for LPR equipment located along the SW border will not be addressed. Marketing literature will not be accepted or addressed by the Government.

The purpose of this RFI is to solicit industry comments to the attached draft Statement of Work (SOW) and evaluation criteria. Please note that participation in this RFI is optional, and not mandatory or necessary for participation as an offeror in a later related solicitation for this requirement. The Government reserves the right to make the ultimate decision as to whether or not such proposed comments are incorporated into the final SOW.

#### **Comments to Draft SOW and Draft Evaluation Factors**

1. DEA is seeking to ensure that the SOW for this requirement is in line with industry standards and commercial best practices. In accordance with this goal, DEA is providing the draft SOW for industry comments. Please note that while DEA is providing the draft SOW for comment, DEA also welcomes any comments related to this requirement, even if they do not relate directly to an item contained in the draft SOW. Specific areas of emphasis include:

Labor Category  
Deliverables  
Consumables

2. Type of Contract: **Fixed Price Contract – Base Period and Four One-Year Options**
3. Source Selection: **Best Value – Low Price/Technically Acceptable**
4. Acquisition Strategy: **FAR Part 12 Acquisition of Commercials Item**
5. Evaluation Criteria: **Technical Capability , Past Performance, Personnel Qualifications, Cost**

#### **Requirements**

Comments shall not exceed three (3) pages in total. Pages shall be standard size 8.5 x 11 inches, printed on one side (one sheet printed on both sides will count as 2 pages), and print shall be standard 10 point (or larger) font. The Government reserves the right to make the ultimate decision as to whether or not such proposed comments are incorporated into the final SOW. Comments shall include the following company information, which does not count against the page limitation: point of contact, address, telephone and fax numbers, email address, DUNS number, as well as size category (large, small, small disadvantaged, etc.). Comments must be emailed to Contract Specialist Paula McMillan at paula.mcmillan@usdoj.gov by **2:00 PM Eastern Time on Monday, May 5, 2014. Please reference "Field Engineer & Refueling & Maintenance Services – Company Name" in the subject line of the email.**

## Statement of Work (SOW)

### Field Engineer, Generator & Refueling and Warranty

•	Background	Page 1
•	Objectives	Page 1
•	Scope	Page 2
•	Tasks	Page 2
•	Place of Performance	Page 5
•	Period of performance	Page 5
•	Evaluation Factors	Page 5

**BACKGROUND:** The DEA National License Plate Reader Program (NLPRP) is a complex camera and alerting system that is used as an investigative tool to monitor and target roadway conveyances commonly used to transport bulk cash and other contraband. The NLPRP system provides images and data in real-time as vehicles transit a strategically placed LPR location. The NLPRP system has been utilized to verify defendant statements, track fugitives, provided assistance with homicide investigations and identify the routes and methods used to transport bulk proceeds, seize U.S. currency and successfully identify money transporters and their associates. The DEA has deployed LPR equipment throughout the southwest border in the states of Texas, New Mexico, Arizona & California. This proprietary LPR equipment requires 24x7 engineering support to keep the system running in real-time to sustain the overall mission of the program. This equipment also requires a warranty and maintenance contract annually to ensure rapid replacement and upkeep of the field deployed equipment and hardware. A portion of these portable systems require generator refueling and maintenance support for the portable LPR systems providing these data resources.

**OBJECTIVE:** To contract the Field Engineer, Refueling & Generator Maintenance and Warranty service in support of the NLPRP. The contractor shall support the LPR's that are deployed in East TX, West TX, New Mexico, Arizona and California along the Southwest border and to ensure systems are kept operational and running 24x7. The contractor shall provide no less than; 4 Field Engineers, 1 refueler and generator maintenance engineer and an overall warranty covering the LPR equipment purchased from and supplied by the vendor.

**SCOPE:** A firm fixed price contract that provides comprehensive maintenance and support for LPR systems and equipment currently deployed. The contractor shall also provide refueling and generator maintenance support for the systems specified that are not on a permanent power source and require generator support to provide power to the systems. The Contractor shall provide annual warranty support and coverage of the purchased vendor equipment.

- a. **Field Engineer:** To provide installation, maintenance and technical support for the LPR equipment that is deployed in;
  - i. East TX
  - ii. West TX & New Mexico
  - iii. Arizona
  - iv. California
- b. **Refueling & Generator Maintenance:** Refueling and generator maintenance services to ensure the sites are operational 24x7 in support of the DEA National License Plate Reader Program mission.
  - i. Refueling services are to include delivery vehicle, fuel and operational costs, labor for refueling, oil change, oil filter change, air filter change delivered by employee in a fuel transport vehicle.
  - ii. Generator maintenance is to be completed as to the manufacturer's recommendation.
- c. **Warranty:** To provide installation, maintenance, replacement and technical support.

**TASKS:**

- d. **Field Engineer:** To Provide the following;
  - i. Perform all operational, maintenance and technical support to ensure the uninterrupted day-to-day functions and preservation of the LPR systems. The Contractor shall provide documentation, including but not limited to maintenance procedures, as-built system documentation, etc.,
  - ii. Locations;
    - 1. East TX; 12 Locations
    - 2. West TX & New Mexico; 21 Locations
    - 3. Arizona; 6 Locations



#### 4. California; 6 Locations

- iii. Train select DEA employees on the operational, maintenance and technical issues concerning the LPR systems.
- iv. Coordinate the transportation and repair of damaged generators. If damaged generators can't be repaired and returned to service in a timely manner, the contractor shall be required to ensure that it is replaced with a replacement generator within 30 days.
- v. Contractors shall be required to communicate with the repair facility, evaluate the condition of damaged generators and provide status reports to DEA by email or phone call.
- vi. Field Engineers shall have a vehicle that is capable of towing trailers in case the trailer has to be moved or relocated.
- vii. All labor and materials shall be covered by this fixed price contract.

#### **DELIVERABLES:**

##### **A. LPR MONTHLY SUMMARY REPORT to include:**

- 1. LPR TRAILER NUMBER / SERIAL NUMBER, License Plate Number, Location:
- 2. Highway Location & GPS Coordinates
- 3. Status: Up or down
- 4. Equipment Issues: Identify any equipment that is having an issue or needs to be replaced.

##### **B. GENERATOR MONTHLY SUMMARY REPORT to include:**

- 1. Generator Serial Number/ DEA Number / LPR Trailer Number
- 2. Location: Highway Location & GPS Coordinates
- 3. Status: Up/Down
- 4. Hours: How many hours the generator has been in operation
- 5. Next Maintenance Due Date:

#### **e. Refueling & Generator Maintenance:** The contractor shall provide fuel and maintenance to the generators to include the following services:

- i. Refueling Service:
  - 1. Delivery vehicle
    - a. Fuel
    - b. Operational costs
  - 2. Labor for refueling
  - 3. Oil change
  - 4. Oil filters
  - 5. Air filters
  - 6. Valve Cover Gasket

7. Full inspection of trailers and generators to include but not limited to;
  - a. Locks
  - b. All lights
  - c. Camera and light stands
  - d. Maintenance of ground around trailers and generators.
  - e. Any LPR system issues shall be immediately reported to Field Engineer.

- ii. Generator services shall include oil sample and shall be serviced every 250 hours per manufacturer's recommendation. (36 times)
  1. 100 Gallon Diesel Fuel, approximately (36 times)
  2. Valve Adjustment, (2) Labor, Hourly (Agreement/contract rate), Valve Cover Gasket (12 times)
  3. Load Banking @ 80%, 1 Hour with verification of 100 % to prevent wet stacking in the engine due to running engine at  $\frac{1}{4}$  of load capacity. (4 times)
  4. Filters are to be replaced and changed per the manufacturer's recommendation.
- iii. The Government request separate invoices for each service.
- iv. Coordinate the transportation and repair of damaged generators with the refueling company designated by DEA. If damaged generators can't be repaired and returned to service in a timely manner, the contractor shall be required to ensure that it is replaced with a spare within 30 days.

f. **Warranty:**

- i. The contractor shall provide the following:
  1. Installation, maintenance and technical support.
  2. Replace tires on trailers that are dry rotting due to the high temperature.
  3. Repair or replace items on trailer that have been damaged or vandalized.
  4. Replacement of defective hardware when needed.
  5. Install all software updates monthly or sooner as needed.
  6. All software updates are included in contract price.
  7. Provide telephone technical support as needed.
  8. Perform all operational, maintenance and technical support to ensure the uninterrupted day-to-day functions and preservation of the LPR systems.

9. Train select DEA employees on the operational, maintenance and technical issues concerning the LPR systems.
10. The Contractor shall communicate with the repair facility, evaluate the condition of damaged generators and provide status reports to DEA.

**LIST OF ITEMS FOR SERVICES:**

1. 47 Trailers
2. 53 Fixed Cameras
3. 24 Barrel Cameras
4. Solar Powered Equipment

**PLACE OF PERFORMANCE:**

Locations in East TX, West TX, New Mexico, Arizona and California

**ESTIMATED PERIOD OF PERFORMANCE:**

Base Period: August 17, 2014 – August 16, 2015 with four one-year option periods.

The Government requires the contractor to respond to and have technician's on-site working during the proposed maintenance time. The Government requires all reported problems to be fixed within 8 hours.

**TRAVEL:** Travel by the contractor shall be included in the firm fixed price comprehensive contract and shall not be billed separately.

**EVALUATION FACTORS:** In order to meet agency requirements of maintaining uninterrupted service, the contractor must provide:

**Past Performance:**

The Contractor shall obtain and provide up to three (3) Contractor Performance Assessment Questionnaires (Exhibit II) for projects which are of a comparable or related nature and complexity to the requirements of the proposed contract.

The Contractor shall provide one (1) self-assessment of its own past performance and specifically address its resilience in the face of trouble, resourcefulness, and management determination to see that the organization lived up to commitments or standards.

Finally, the Contractor shall list any contracts that have been terminated for convenience, cause or default in the past 3 years – indicating the other party to the contract, point of contact, and phone number; if none, please make affirmative statement to that effect.

**Technical Capability:**

The Contractor shall discuss its technical approach and solutions to performing all of the work as described in the Statement of Work (SOW).

The Contractor shall provide details on how the cost of fuel is determined.

The Contractor shall submit a schedule for inspections and maintenance of the generators in accordance in accordance with the manufacturer's recommendations.

The Contractor shall affirmatively agree to the DOL Wage Determination referenced in the RFP.

**Personnel Qualifications:**

The Contractor shall provide the labor category description and include the personnel qualifications for all contractor personnel that shall perform services under the contract.